

COUNTY OF KNOX
Job Description

Position Title:	Corrections Officer
Department:	Sheriff's Office – Jail Division
Reports To:	Shift Supervisor
Supervises:	Inmates
Oversees:	Senior Corrections Officers may be assigned as Field Training Officers (FTO's) for probationary and new part-time officers as needed.
FLSA Status:	Non-Exempt
Last Revised/Approved:	October 8, 2019

POSITION SUMMARY:

The Corrections Officer supervises inmates within an assigned area, maintaining order and security through fair and impartial application of Knox County Jail Policies and Procedures and accepted correctional security and supervision practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Makes periodic activity and physical security checks of all inmate housing areas and areas to which inmates have access within an assigned area.
2. Controls inmate movements within an assigned area of the Jail.
3. Books, fingerprints and otherwise processes new inmates as directed.
4. Conducts periodic informal head counts of inmates within assigned area of responsibility; conducts safety/security inspections and shakedowns as directed.
5. Supervises the feeding of inmates within assigned duty area; maintains accountability of all trays and utensils.
6. Supervises the dispensing of medication to inmates in accordance with pertinent policy and procedure when directed.
7. Supervises the recreational activity of inmates.
8. Supervises the cleaning of the inmate living quarters and common areas during his/her tour of duty.
9. Supervises inmate visits as directed; searches all inmates entering the jail and/or visitors as directed.
10. Reports all damage to jail property to his/her immediate supervisor. Reports will be immediately verbal and followed up in writing.
11. Completes and delivers all disciplinary reports and inmate requests/grievances to the shift supervisor; makes pertinent observations to the shift supervisor concerning inmate behavior and/or classification.
12. Acquaints himself/herself with the contents of the log pertaining to activities that occurred during the preceding shift, before assuming his/her assigned post; including a verbal briefing from any officer who s/he is relieving.

13. Ensures that inmates maintain good personal hygiene and that each has the basic necessities to do so.
14. Maintains jail log and records during assigned shift as directed; keeps inmate roster and housing assignment board up to date as directed.
15. Due to constantly changing demands with inmate populations, work requires adaptation and interpretation of established practices and procedures to cover problems and situation to which their application is not clearly defined.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Serves as a member of the Classification or Disciplinary Boards as directed.
2. Carries out all other duties that might be required by his/her immediate supervisor or any member of the administration for the safe and proper operation of the Knox County Jail.

GENERAL EXPECTATIONS:

1. Be committed to the mission of the County.
2. Work as a member of the Sheriff's Office - Jail Division team in the performance of duties.
3. Be punctual for scheduled work and use time appropriately.
4. Work in harmonious relationships with all county staff and community.
5. Perform duties in a conscientious, cooperative manner.
6. Perform required amount of work in a timely fashion with a minimum of errors.
7. Be neat and maintain a professional appearance.
8. Possess a valid Maine Driver's license.
9. Understand and work within Knox County Government Policies and Procedures.
10. Accept shared responsibility with staff members to successfully complete assigned projects.
11. Maintain confidentiality and protect the County by keeping information concerning County Operations confidential.
12. Deal with agitated people.
13. Maintain an alert state of mind.
14. The Corrections Officer is required to respond to duty when called by the Jail Administrator or his/her designated representative.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, hear, and use hands and fingers to operate a standard keyboard, use a computer, printer, copier, fax, telephone, radios, handcuffs, shackles and other restraint devices. The employee may be required to climb, crouch, crawl, bend or stoop, push, pull or drag objects. The employee must occasionally lift and/or move over 50 pounds and must be able to control an unruly individual. Work requires defending one's self against physical attack. Specific vision abilities required by the job include close vision, color

and distance vision, depth perception and the ability to adjust focus. Additional requirements include the ability to speak, read, and write. Uses Transportation Van; radio and telephone communication equipment; restraints; TV monitors and electric door locks, intercom system; first-aid kit; computer terminal; and general office equipment.

SPECIAL MEDICAL REQUIREMENTS: Any officer acting as Assistant Corrections Supervisor shall, upon request, have a statement from a physician that s/he has had a physical within the last 30 days stating that s/he is in good health and has the physical ability to handle the job's related stress and danger.

Any outside applicant must be able to pass a physical agility test required by the Sheriff or the Jail Administrator.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The nature of the work involves high risks with regular exposure to potentially dangerous situations which may hazard life or limb, unusual environmental stress, and extremely high levels of mental stress. Potential exists to be exposed to blood borne pathogens. The noise level in the work environment is usually moderate to loud.

QUALIFICATIONS NEEDED FOR POSITION:

Experience and Skill Requirements: The following experience and skills are considered essential:

- One to two years of experience in a related field.
- Have no criminal record and be willing to submit to both psychological and polygraph examinations.
- Must pass both written and physical endurance tests so designated by the Sheriff.
- Must have the ability to keep the office functioning smoothly in the absence of a supervisor or department manager.
- Must have the ability to write clear and concise reports.
- Must have a good working understanding of corrections, security procedures and emergency alert system.
- Must be able to work under pressure and remain calm in dangerous situations.
- Must be able to work in close contact with and supervise the inmate population.
- Must have a thorough working knowledge of jail policy and procedures.
- Must have good judgment and analytical ability to interpret and adapt established practices and procedures to cover unusual situations.
- Must have the ability to withstand the job-related stress and dangers.
- Must be willing to participate in in-service training each year as required by law.

Education Requirements: The following education requirements are considered essential:

- High School or equivalent.

- Completion or willingness to complete the Basic Corrections Officer Training Program of the M.C.J.A.
- Maintain a valid Maine driver's license.

** All requirements and skills are considered to be essential, unless otherwise indicated. **

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature

Date